

## **FINANCE COMMITTEE CHARGE**

### Duties/Functions

- Identify and explore means and methods of generating revenues for funding of County government operations and projects
- Review existing tax structure and programs, and recommend changes, alternatives or updates
- Identify options for financing of necessary County government operations and capital projects
- Review applicable legal parameters
- Review ordinances/programs from other Virginia jurisdictions
- Prior to presenting a final report and draft ordinance to the Board of Supervisors, the Committee shall provide the County Administrator and County Attorney an opportunity to review its recommendations

### Length of Term

- Members have been appointed for an indefinite term, and shall serve until they have completed the above-referenced duties

### Meetings of the Committee

- The committee shall meet together at least once per month, but may establish subcommittees or task individual members with specific assignments outside the regular meetings
- The committee shall establish the specific dates/times for meetings necessary to complete their duties/functions
- The committee shall report back to the Board at least every six (6) months
- As a committee of individuals appointed by the Board of Supervisors, this committee is considered a “public body” under the Virginia Freedom of Information Act.
  - All meetings of the committee (i.e., gathering of three or more members of the committee, for the purpose of discussing or transacting the business of the committee) shall be open to attendance by members of the public.
  - The committee shall give notice of the date, time and location of each of its meetings, at least three working days prior to the meeting. A copy of the notice shall be posted on the bulletin board at the County Office building at 414 N. Main Street and on the bulletin board at the County Administrator’s office, 302 Thrift Road.
  - The committee may keep minutes of meetings, but is not required to do so.

### Committee Report(s)

- The Committee’s final analysis and recommendations shall be delivered in a written report to the Board of Supervisors

### Membership:

- All members of the committee shall have authority to vote on proposed findings/recommendations
- The County Administrator will work with the Committee in an advisory capacity, providing information and other support desired by the Committee members, but shall not vote on matters considered by the committee